OTCnet

Deposits Made Simple

Chapter 2: Installation Requirements

OTCnet Participant User Guide

(This page intentionally left blank)

TABLE OF CONTENTS

LIST OF TABLES

LIST OF FIGURES

Audience, Overview and Topics

Audience

The intended audience for *Installation Requirements Participant User Guide* includes:

- System Administrator
- Check Capture Administrator
- Check Capture Supervisor
- Lead Check Capture Operator
- Check Capture Operator

Overview

Welcome to *Installation Requirements*. In this chapter, you will learn:

- How to prepare your system to use OTCnet
- How to prepare your system to use OTCnet's check capture component

Topics

This chapter is organized by the following topics:

- Topic 1. OTCnet System Requirements
- Topic 2. OTCnet Check Capture System Requirements
- Topic 3. OTCnet Check Capture Hardware Requirements
- Topic 4. OTCnet Check Capture Printer Requirements

Topic 1. OTCnet System Requirements

This section provides system and configuration requirements for the online use of OTCnet. And details the system and configuration requirements necessary to utilize OTCnet Check Capture. Additional requirements are necessary for OTCnet check processing/ check scanning. Please refer to the "OTCnet Check Processing Requirements" section on the next page for more information.

Operating System

The following operating systems are supported by OTCnet:

- Windows XP[1,2]

- Windows Vista[2]

- Windows 7[2]

    [1] SP3 is recommended for Windows XP
    [2] Operating system is restricted to 32-bit for initial versions of OTCnet.

System Requirements

The following are requirements necessary to operate OTCnet:

- Web Browser: Internet Explorer 7.0[1] or 8.0.
- Entrust Root Certificate**:** The Entrust (2048) Root Certificate must be installed in the "Trusted Root Certification Authorities" certificate store on the "local machine" (all user profiles) for the workstation. This certificate is normally installed by default with Internet Explorer. If it has been removed, you will need to have your agency re-install the certificate.
- Internet Options Security Settings: "Use TLS 1.0" must be enabled in the advanced tab of Internet Options for all user profiles on the workstation. .
- Ports: Router/Firewall Administrators must ensure and verify that outbound ACL (Access Control List) has complete https access, on port 443.
- Workstation Memory: 1 GB physical memory is required; 2 GB is recommended.
- Free Disk Space: 20 MB of free disk space is required.
- Window Resolution: Windows Resolution should be 1024x768 or 800x600.

Other Requirements

Users must have access to a unique email address to change their initial OTCnet passwords and access the online system.

Topic 2. OTCnet Check Capture System Requirements

The following system requirements are necessary for utilizing OTCnet check processing. Note that these requirements must be performed by a workstation administrator (a user who is logged onto the workstation as a workstation administrator):

- Treasury Root Certificate**:** The Treasury Root Certificate must be installed in the "Trusted Root Certification Authorities" certificate store on the "local machine" (all user profiles) for the workstation. Instructions for obtaining and installing the Treasury Root Certificate will be provided in a separate document.
- OTCnet URLs Added to Trusted Sites Zone - OTCnet URLs must be assigned to the Trusted Sites zone for Windows Vista and Windows 7 for all user profiles on the workstation. Note that this requirement is not necessary for Windows XP workstations. Instructions for adding OTCnet URLs to the trusted sites zone will be provided below.
- ActiveX must be enabled in browser – This must be enabled for all user profiles on the workstation that use OTCnet. It may be enabled by default. Information detailing the specific ActiveX settings required will be provided in a separate document.
- Scanner Drivers (.MSI installation file) - Scanner driver and firmware (provided in an .MSI installation file) must be installed on the workstation. Instructions for obtaining and installing the .MSI file will be provided in a separate document.
- Java Runtime Environment (JRE) 1.6.0_20 – The Java Runtime Environment 1.6.0_20 (Java SE 6 Update 20) must be installed and enabled on the workstation.
- Adobe Reader[1] – Adobe Reader must be installed on the workstation to support receipt printing. [1] Adobe Reader Version 7.x or higher required.

Topic 3. OTCnet Check Capture Hardware Requirements

This section will layout some details around the hardware used in OTCnet Check Capture. For more details please refer to the Scanner User Guides.

Printer Hardware

Access to a printer from the workstation where the **Check Capture Operator** or **Check Capture Lead Operator** will be using OTCnet for Check Capture is necessary. OTCnet requires a local/LAN printer configured on each system. The ability to print is required to properly process daily work

Scanner Hardware

A compatible check scanner connected to the workstation with an available 9-Pin Serial Port, PC Card Slot, or USB 2.0 port is needed to capture checks.

Table 1, shown below lists the check scanners and keypads compatible with OTCnet. It also indicates which scanners are compatible with which operating systems. The following table lists the check scanners compatible with OTCnet. The table also indicates which version of the scanner driver and firmware is required for each combination of scanner and operating system. Blacked out cells indicate INCOMPATIBLE scanner and operating system combinations.

Table 1. OTCnet Check Capture Scanner Compatibility

			XP	Vista[3]	Windows 7
Scanners	RDM	EC5000i [1]	1.2.0		
		EC6000i (non-Gen2) [2]	1.2.0		
		EC7000i	1.2.0 or 1.5.0	1.5.0	1.5.0
	Panini	MyVision	1.2.0 or 1.5.0	1.5.0	1.5.0
		VisionX	1.5.0	1.5.0	1.5.0

[1] Supported for use only with workstations equipped with a serial port. USB-to-Serial adapters are not supported.
[2] Connection via COM port connection. Scanning capability via USB port and USB-to-Serial adapters is not supported.
[3] Includes AGM Windows Vista Image

Please note: If you are required to be using both PCC OTC and OTCnet alternating from the same workstation, it will only work with firmware version 1.2.0. PCC OTC POS and OTCnet Check Capture applications will not operate correctly if you attempt to run them simultaneously.

Optional Battery Pack

An optional battery pack can be used for the EC7000i scanner. Agencies who work in temporary housing or in areas where electricity may not always be available can utilize the battery pack to power the scanner for over an hour between charges. The battery package consists of a NiCd charger and a battery pack as seen below in Figure 1.

Figure 1. Optional Battery Pack

Charging the Battery Pack

Prior to using the battery pack, the unit must be charged by plugging it into a wall outlet. There is a 3-way switch on the battery pack. The switch has three symbols, **=** ,**O**, and **━**. Press the switch to move it to the '**━**' symbol for charging. The LED display on the NiCd charger glows orange for several minutes then changes to red. When fully charged, the LED display changes to green indicating that the battery pack is now ready for use.

Note: It takes approximately 2 hours to charge the battery pack. The battery pack provides 1.2 hours of continuous scanning, or approximately 497 checks, and has a continuous standby time of 5 hours.

Connecting the Battery Pack

To connect the battery pack to the scanner, disconnect the A/C cable from the port marked 'power' on the back of the scanner. Connect the short cable on the battery pack to the same 'power' port of the scanner. Press the 3-way switch on the battery pack to the '=' symbol. The scanner should power up as normal. The third switch on the battery pack is the middle position (the o symbol). This is the off position.
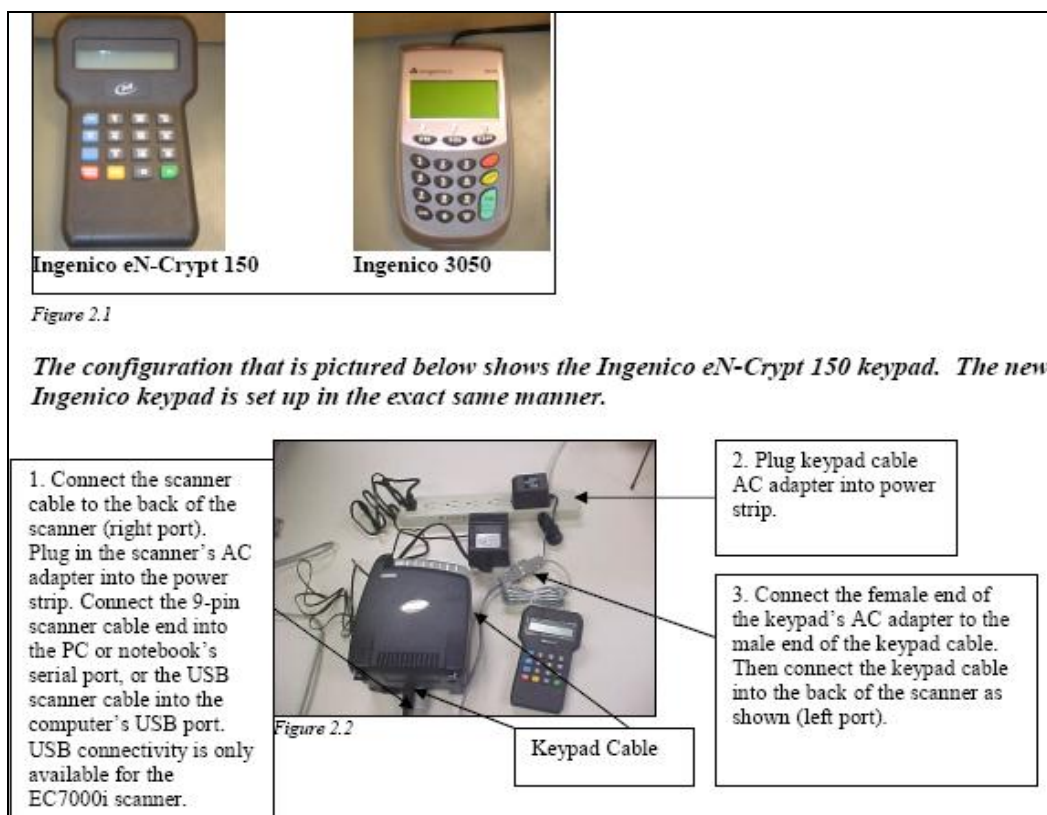
Optional Yes/ No Keypad

The Yes/No Keypad allows the customer to confirm the amount of the transaction during a transaction when the OTCnet terminal is configured to enable this feature, while in Customer Present mode. There are two models of Yes/No keypads used by OTCnet:

- Ingencico I3050
- Ingenico –Crypt 150
*   *Both keypads are compatible with Windows XP, Windows Vista, and Windows 7*

The keypads are connected through the back of the scanner as shown in Figure 2 below.

Figure 2. Optional Keypad

Ingenico eN-Crypt 150   Ingenico 3050

Figure 2.1

The configuration that is pictured below shows the Ingenico eN-Crypt 150 keypad. The new Ingenico keypad is set up in the exact same manner.

1. Connect the scanner cable to the back of the scanner (right port). Plug in the scanner's AC adapter into the power strip. Connect the 9-pin scanner cable end into the PC or notebook's serial port, or the USB scanner cable into the computer's USB port. USB connectivity is only available for the EC7000i scanner.

2. Plug keypad cable AC adapter into power strip.

3. Connect the female end of the keypad's AC adapter to the male end of the keypad cable. Then connect the keypad cable into the back of the scanner as shown (left port).

Figure 2.2   Keypad Cable

For More Information

To learn more about OTCnet, please access our website at: www.fms.treas.gov/otcnet, email us at fms.otcinformation@citi.com or call 1-866-945-7920.

Topic 4. OTCnet Technical Reference Guide

This section provides further information to your agency system administrator on the system and configuration requirements needed for the online use of OTCnet. Please note that the Check Scanning and Check Processing requirements are only necessary if OTCnet is utilized for check processing / check scanning. Your agency's OTCnet Point of Contact (POC) has the Deployment Specialist's contact information, should you require assistance.

OTCnet General Requirements

- Entrust Root Certificate: Validate that the "Entrust 2048" Root Certificate is installed in the "Trusted Root Certification Authorities" store for all user profiles on the workstation. The full name on the certificate is "Entrust.net Certification Authority (2048)". The "Entrust 2048" Root Certificate is normally installed by default with Internet Explorer. If it has been removed, you will need to have your agency re-install the certificate, which can be obtained at: http://www.entrust.net/developer
- Internet Options Security Settings: "Use TLS 1.0" must be enabled in the advanced tab of Internet Options for all user profiles on the workstation. TLS (Transport Layer Security) must be enabled in Internet Options for all user profiles on the workstation. TLS is normally enabled by default.

Check Scanning and Check Processing

- Treasury Root Certificate: The Treasury Root Certificate must be installed on each workstation, so that it appears in the "Trusted Root Certification Authorities" store for all user profiles on the workstation. Please refer to the "RootCertificateInstall-XP.docx" or "RootCertificateInstall-Vista.docx" documents for detailed instructions on how to install the Treasury Root Certificate.
- OTCnet URL Added to Trusted Sites Zone - You can use the Group Policy Object Editor or Group Policy Object Editor snap-in to add the OTCnet URL to the Trusted Sites Zone. This step is necessary to ensure ActiveX is enabled for OTCnet check scanning (ActiveX is typically enabled in the Trusted Sites Zone). Add the following OTCnet URL to the Trusted Sites Zone for all user profiles on the workstation: https://www.otcnet.fms.treas.gov
- ActiveX must be enabled in browser – If you cannot add the OTCnet URL to the Trusted Sites Zone, or if your organization does not enable ActiveX in the Trusted Sites Zone for your workstations, you will need to enable ActiveX in all Zones for all user profiles on each OTCnet workstation in order to support check processing.
- Scanner Drivers (.MSI installation file) - Scanner driver and firmware (provided in an .MSI installation file) must be installed on the workstation. Instructions for obtaining and installing the .MSI file can be found in the OTCnet Web Based Training, Module 5.4: Download Firmware.
- Java Runtime Environment (JRE) 1.6.0_20 – The Java Runtime Environment 1.6.0_20 (Java SE 6 Update 20) must be installed and enabled on the workstation. In updating the JRE for the browser to JRE v1.6.20, existing browser-based applications that are dependent upon an earlier version JRE may be impacted. The OTCnet application requires the use of JRE v1.6.20 to meet security requirements. As part of the installation, the administrator should validate whether there are any other applications that may be impacted.
- Adobe Reader[1] – Adobe Reader must be installed on the workstation to support receipt printing (version 7 or higher).

Summary

In this chapter, you learned:

- How to prepare your system to use OTCnet

- What you need to use OTCnet at your workstation

In the next module, you will learn how to use access and navigate OTCnet.

Last updated March 11, 2011. Please visit: http://www.fms.treas.gov/otcnet/training.html for the most current information.

Notes

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Glossary

A

Access Groups by Users Report - This report displays the roles and the corresponding access groups of the role for a particular OTCnet user. The role assigns the permissions (functions/features) that a user has access to in OTCnet. The access group governs the OTC Endpoint(s) and the data that a user has permission to access.

Account Key - The account number assigned to a deposit when it is submitted to FRB CA$HLINK.

Accounting Code - A unique agency classification code assigned to a transaction. Identifies the FRB Account Key that is used within the Federal Reserve. The FRB Account Key is used by FRB CASHLINK in combination with the RTN to determine the appropriate CA$HLINK II CAN. The FRB Account Key is similar to the CAN, but is only used for FRB financial activity.

Accounting Code Description - A brief explanation that provides further detail about an accounting code.

Accounting Code Name - The title of the accounting code.

Accounting Specialist - A user who is an expert on the organizational structure, reporting needs and accounting rules for their agency. This role will establish and maintain the organizational foundation, accounting data and accounting relationships at the highest level of the agency in OTCnet.

Acknowledged Batch Status – Indicates the batch was transmitted and fully processed by the OTCnet server without error.

Acknowledged Error Batch Status – Indicates the acknowledge batch process experienced system errors and the acknowledgment was unsuccessful, or a user selected to cancel the batch acknowledgment which results in a batch being updated to Acknowledgment Error.

Activity Type - The parameter indicates if a User Defined Field (UDF) is used for capturing custom agency information for a deposit or during classifying the deposit with accounting codes. OTCnet allows for the creation of three UDFs for the deposit activity, and two UDFs for the deposit accounting subtotals activity.

Adjustment Activity (FI) Report - A business report that allows you to view adjustments made by your financial institution (FI).

Adjustment Activity (FRB) Report - A business report that allows you view adjustments made by your Federal Reserve Bank (FRB).

Adjustments by OTC Endpoints Report - A business report that allows you to view adjustments made by Agency Location Code (ALC) and Adjustment Types (Credit, Debit or Return Item Adjustments). An adjustment was created when a deposit ticket has been received by a financial institution and the amount of the deposit does not match the deposit amount reported on the deposit ticket.

Agency CIRA Report - A check processing business report that allows you to view the batch level transaction activity for a specified OTC Endpoint. A user can filter the report by Received Date, Capture Date, Batch ID, or Check Capture Operator.

Agency Contact - A person designated by an agency as the primary contact regarding deposit-related matters.

Agency Information - The optional comments or instructions, receipt processing dates, alternate agency contact, and internal control number for your deposit.

Agency Location Code (ALC) - A numeric symbol identifying the agency accounting and/or reporting office.

Agency Location Code plus 2 (ALC+2) - A numeric symbol identifying the agency accounting and/or reporting office.

Agency Manager - A user that has authorization to view and download CIRA records and view reports.

Alternate Agency Contact – A person designated by an agency as the secondary contact regarding deposit-related matters.

American Bankers Association (ABA) - (also known as **Bank Routing Number**) A routing transit number (RTN), routing number, or ABA number is a nine-digit bank code, used in the United States, which appears on the bottom of negotiable instruments such as checks identifying the financial institution on which it was drawn.

Approved Batch Status - Indicates that the batch is ready for settlement (online only). Indicates that the batch is ready for upload and settlement (offline only).

Audit Log - A table that records all interactions between the user and OTCnet Deposit Reporting, Check Capture, Check Processing, administrative actions and other processes that take place in the application. Some entries also contain before and after values for actions completed. The audit log is available for download to a *comma separated value report (CSV)* and opened in a spreadsheet program or available to print in a formatted audit log report.

Automated Clearing House - A computerized network used by member financial institutions to process payment orders in machine readable form. ACH processes both credit and debit transactions between financial institutions in batches. ACH items are settled electronically and do not require an image.

Awaiting Approval (AWAP) - A deposit that is waiting for deposit confirmation by a Deposit Approver.

B

Back Office Processing Method - Indicates that a customer presented a check in person, but the check is being scanned in a controlled back-office environment away from the customer.

Batch - A file containing the transaction information and tiff images (collection of scanned checks) of one or more checks, which will be sent for settlement.

Batch Approver - An agency user that has the authorization to approve a batch either prior to batch upload from OTCnet Offline or when a batch is uploaded/submitted to OTCnet Online but not yet approved. The Batch Approver permission must be applied to either a Check Capture Lead Operator or Check Capture Operator roles and allows the operators to approve batches that they have created. This role should be granted in limited cases at sites where there is a need for the operator to perform this function without a Check Capture Supervisor present.

Batch Control/Batch Balancing - An optional feature (which can be configured to be mandatory) that agencies can use as a batch balancing tool to perform checks and balances on the number of checks that have been scanned, and ensure their respective dollar amounts and check number totals have been accurately entered. The functionality is available for both single item mode and batch mode.

Batch ID - The unique number assigned to a batch by OTCnet.

Batch List Report - A report that contains transaction information for each batch item, including the Individual Reference Number (IRN), Item Type, ABA Number, Account Number, Check Number, and Amount.

Batch Status - Reflects the current state of a batch during processing, transmission, and settlement. The batch states for OTCnet Online are Open, Closed, Approved, and Forwarded. The batch states for OTCnet Offline are Open, Closed, Approved, Sending, Sent, Acknowledged, Send Error, and Acknowledgment Error (offline only).

Batch Uploader - An agency user that has the authorization to upload a batch from OTCnet Offline to the online database. The Batch Uploader permission must be applied to either a Check Capture Lead Operator or Check Capture Operator roles and allows the operators to auto-upload the batch upon close (if terminal is configured to do so), or upload approved batches. This role should be granted in limited cases at sites where there is a need for the operator to perform this function without a Check Capture Supervisor present.

Blocked - A customer may no longer present checks for a specific ABA number and account number due to manual entry by authorized persons into the MVD rather than the result of a

failed transaction. If desired, an authorized user can edit the transactional record to a clear status.

C

CA$HLINK II - An electronic cash concentration, financial information, and data warehouse system used to manage the collection of U.S. government funds and to provide deposit information to Federal agencies.

CA$HLINK II Account Number (CAN) - The account number assigned to a deposit when it is submitted to CA$HLINK II.

Capture Date - The calendar date and time the payment is processed by the agency.

Cashier ID - The ID of the user that created the transaction.

Central Image and Research Archive (CIRA) - The Central Image Research Archive (CIRA) is an image archive of all items processed in the OTCnet System.

Characteristics - The properties of a user, organization, deposit, or financial institution.

Check 21 - Provides the legal framework for the creation of substitute checks which can be used in place of the original paper document, without an agreement in place with other financial institutions. A substitute check is a paper reproduction of the original check. Check 21 items require an image before they can settle. Check 21 is also referred to as check truncation.

Check Amount - The dollar amount of the check.

Check Capture – The component of OTCnet used to process scan images of checks and money orders through OTCnet for the electronic deposit of checks and money orders at financial institutions. Check capture can be done online through the internet, or offline through the user's desktop.

Check Capture Administrator - An agency user that has the authorization to define and modify the check capture sites; to configure Check Capture functions and perform upgrades of the application; to download user profiles; as well as download software or firmware to the terminal using the Download Check Capture application permission.

Check Capture Lead Operator - An agency user that has the authorization to in scan checks into a batch, close a batch, balance check amounts and enter batch control values during batch closing. However, the user does not have authorization to accept duplicates, make MICR corrections, authorize the use of out-of-date LVD, or accept checks with poor quality.

Check Capture Offline – A web-based functionality in the offline Check Capture application that resides in the user's desktop for capturing check images for the electronic deposit of checks and money orders.   The check transactions are stored within a local database, and the check information will need to be uploaded to OTCnet server when there is internet connectivity before they can be deposited for settlement.

Check Capture Online – A web-based functionality within OTCnet to allow agencies users to process scanned images of checks and money orders for the electronic deposit of checks and money orders at financial institutions. The check transactions are directly saved to the OTCnet online database, and no upload of batches of checks are needed.

Check Capture Operator - An agency user that has the authorization to perform only very minimal Check Capture activities. This user has authorization to scan checks into a batch and close a batch. This user does not have authorization to accept duplicates, make MICR corrections, authorize the use of out-of-date LVD, or accept checks with poor quality.

Check Capture Supervisor - An agency user that has the authorization to perform all the functions on the Check Capture. The user has authorization to accept duplicates (not recommended), make MICR corrections, authorize the use of out-of-date LVD, and accept checks with poor quality.

Check Number - The printed number of the check writer's check.

CIRA CSV Report - A check processing business report that allows you to export data based on a query to a comma separated value report (CSV). The exported data can be used to import into other applications within an agency.

CIRA Viewer - A user that has authorization to view CIRA records and download CSV files.

Clear - Indicates that a customer may present checks for a specific ABA Number and Account Number, because the prior restrictions on the individual's check payments have been removed. Note: Manually cleared items are permanently cleared. If a transaction is cleared in error, manual suspend, block or deny records need to be created in its place to prevent transactions.

Closed Batch Status - Indicates the batch is closed and no new checks may be scanned into that batch.

Comma Separated Values (CSV) - A computer data file used for storage of data structured in a table form. Each line in the CSV file corresponds to a row in the table. Within a line, fields are separated by commas, each field belonging to one table column.

Confirmed - A deposit that has been reviewed and then confirmed by a financial institution or FRB.

Cost Center Work Unit (CCWU) – A Federal Reserve cost center work unit that processing the FRB deposits and adjustments. It is normally abbreviated as CCWU, and provided only on non-commercial (FRB settled) transactions provided only on non-commercial (FRB settled) transactions. Debits and credits processed by FRB Cleveland will be noted with the CCWU number 9910 on the daily accounting statement agencies receive from the Federal Reserve Bank.

Custom Label - Text defined by OTCnet that describes a level in the organization hierarchy, the internal control number, or agency accounting code.

Customer Not Present Processing Method - The processing method selected in OTCnet when processing a check that has been presented by a check writer who is not present at the agency location i.e., mail.

Customer Present Processing Method - The processing method used in the OTCnet when the check writer is presenting the check in person.

D

Daily Voucher Report - A business report that allows you to view the daily voucher extract.

Data Type - The type of data that should be entered for a user defined field.

Date of Deposit - The date, prior to established cut off times, the user transmits a batch of checks and money orders through check capture, or the date the agency sends the physical negotiable instruments to the financial institution.

Debit Gateway - The financial settlement program that is responsible for the presenting and settling of payment transactions acquired through the OTCnet application. The Debit Gateway receives a transaction file from OTCnet and determines the proper path for settlement of each item. Items are either converted to ACH for direct automated clearing house debit, or are included in an image cash letter, which is sent to the Check 21 system for presentment to paying banks. Once the file is processed, the Debit Gateway sends a Response Processing File (RPF) to OTCnet with the status of each of the items.

Demand Deposit Account (DDA) - The account at a financial institution where an organization deposits collections.

Denied - Indicates that OTCnet system permanently denies an individual from cashing a check through OTCnet based on the combination of ABA number, account number, and User Defined Field 1. User Defined Field 1 is usually the SSN number of an individual.

Deny Date - Indicates when the verification record (MVD/LVD) expires, and OTCnet can start accepting checks that will be presented by a check writer that has previously presented a bad check. The Deny Date is calculated based on suspension periods configured in the Check Cashing policy of an OTC Endpoint.

Deposit - A collection of over-the-counter receipts deposited to a Treasury General Account for credit.

Deposit Activity (FI) Report - A business report that allows the financial institution to view deposits submitted to its location.

Deposit Activity (FRB) Report - A business report that allows you to view deposits submitted to your FRB.

Deposit Approver - A user who has authorization to review and submit deposits to a financial institution.

Deposit Confirmer - A user at a financial institution that has authorization to verify the accuracy of deposits received from an agency.

Deposit History by Status Report - A business report that allows you to view deposits by status.

Deposit Information - The attributes that define a deposit: deposit status, voucher number, deposit endpoint, ALC, voucher date, deposit total, check/money order subtotal, currency subtotal, and subtotals by accounting code.

Deposit Preparer - A user that has authorization to prepare and save deposits for approval to a Deposit Approver.

Deposit Total - The total amount of over-the-counter receipts included in the deposit.

Deposits by Accounting Code Report - A business report that allows you to view deposits by accounting code.

Deposits by OTC Endpoint Report - A business report that allows you to view deposits by OTC Endpoint.

Display Order Number - The order in which user defined fields (UDFs) should be displayed.

Draft - A deposit that is saved for modification at a later date by a Deposit Preparer.

F

Failed - The item was unable to be processed and/or settled by Treasury/FMS. These are item that could not be collected such as foreign items or possible duplicate items. These items are not included on your 215 Report.

Federal Program Agency - A permanent or semi-permanent organization of government that is responsible for the oversight and administration of specific functions.

Federal Reserve Bank (FRB) - A Federal Reserve Bank is one of twelve regulatory bodies throughout the United States that make up the Federal Reserve System. Each Bank is given power over commercial and savings banks in its area and is charged with making sure that those banks comply with any and all rules and regulations.

Federal Reserve Bank-Cleveland (FRB-C) - Partners with FMS to manage the OTCnet application. Responsible for check clearing, deployment, training, project management and customer service.

Federal Reserve System's Automated Clearing House (ACH) System - Enables debits and credits to be sent electronically between depository financial institutions.

Financial Institution (FI) - A bank, designated by the Treasury and a Treasury General Account (TGA) of International Treasury General Account (ITGA), which collects funds to be deposited in the Treasury General Account. These banks also include the Federal Reserve Bank (FRB).

Financial Institution Information - The name, address, routing transit number, and the demand deposit account number of a financial institution.

Financial Management Service (FMS) - The bureau of the United States Department of Treasury that provides central payment services to federal agencies, operates the federal government's collections and deposit systems, provides government wide accounting and reporting services, and manages the collection of delinquent debt owed to the government.

Firmware - A release used for initial download or upgrades to the scanner software that allows a scanner to be used on a terminal. The firmware versions also contains a series of other back-end installation files that should be installed on a terminal to enable it to be used for Check Capture in OTCnet.

Fiscal Year - A 12-month period for which an organization plans the use of its funds.

FMS Statistical Report - A check processing administration report that allows you to view statistical details for an OTC Endpoint. The report includes statistical information regarding the total transactions, overall success rate, total returns sent back to the agency, and total returns received. The report is available for 15 rolling days.

Forwarded Batch Status - Indicates the batch has been sent to Debit Gateway to initiate the settlement process.

Franker - An internal stamp unit that stamps a check with "Electronically Processed" after the check is processed and scanned. Franker availability is based on the model of your scanner.

Franking - The process of stamping a check processed through Check Capture. The stamp indicates that the check was electronically processed.

H

Highest Level Organization - The primary level of the organization hierarchy.

I

IBM Tivoli Identity Manager (ITIM) - Refers to FMS's Enterprise provisioning tool for user account and identity management.

Individual Reference Number (IRN) - The auto-generated unique number used in OTCnet to identify Check Capture transactions.

Input Length Maximum - The maximum number of characters that may be entered in a user defined field.

Input Length Minimum - The minimum number of characters that may be entered in a user defined field.

Internal Control Number - A customizable field for agency use to further describe a deposit.

Item Detail Report - A report that contains the information about an individual item (check) associated with a batch. The report print-out will contain MICR information, data entered about the check, and an image of the check obtained during scanning.

Item Type - Indicates whether the check presented is a personal or business check. This determines whether the check is handled through Check 21 (non-personal) or FedACH (personal).

L

Local Accounting Specialist - A user who is an expert on the organizational structure, reporting needs and accounting rules for their depositing endpoint and its lower level OTC Endpoints. This role will establish and maintain the organizational structure, accounting code mappings to individual endpoints and the processing options that one or more lower level OTC Endpoints will use in OTCnet.

Local Security Administrator (LSA) - An agency or financial institution/federal reserve bank user who has authorization to maintain user access to an organization, including assigning/removing user roles and assigning/removing organization hierarchy access. This user is also able to request and create users for the organization.

Local Verification Database (LVD) - A database (specific to the endpoint using OTCnet) that is downloaded from OTCnet and stored locally on the agencies network, which replicates the information found in the Master Verification Database (MVD).

Lower Level Organization - Any organization created below the highest level organization.

LVD Contents Report - A check processing business report that allows you to view the contents of a Local Verification Database (LVD) for a given OTC Endpoint.

M

Magnetic Ink Character Recognition (MICR) - Digital characters on the bottom edge of a paper check containing the issuing bank's ABA number and account number. The check number may also be included.

Master Verification Database (MVD) - It is an online database specific to the agency that maintains the agency hierarchy check cashing policy, information on bad check writers, and manually entered blocked items based on an agency's policy. Bad check information is accumulated in the MVD as agencies process checks through Check Capture. The MVD provides downloads of dishonored check information and blocked items via the Local Verification Database (LVD) on a daily basis.

MVD Editor - A user that has the authorization to view, edit, and download CIRA records, view verification records, and read blocked records containing only ABA permissions.

MVD Viewer - A user that has the authorization to view and download CIRA records, view verification records, and read blocked records containing only ABA permissions.

N

Non-Personal Item Type - Indicates that the name on check is an organization, or the check is a money order, traveler's check, or third-party check.

Non-Reporting OTC Endpoints Report - A business report that allows you to view OTC Endpoints that have not reported a deposit.

O

Open Batch Status - Indicates the batch is open and accepting new checks.

Organization - The location or level within a Federal Program agency.

Organization Hierarchy - The structure of a Federal Program agency as defined in OTCnet.

Organization Hierarchy Report - A check processing business report that allows you to view the target OTC Endpoint within the context of the current OTC Endpoint.

OTC Collections - Receipts that contain cash, checks, and/or money orders that are collected over-the-counter by organization endpoints in exchange for goods or services.

OTC Endpoint - The endpoint (location) that collects over-the-counter (OTC) receipts and deposits them to the Treasury's General Account.

OTC Endpoint (CHK) - The endpoint (location) setup in OTCnet to use check capture.

OTC Endpoint (TGA) - The endpoint (location) setup in OTCnet to use Deposit Reporting.

OTC Endpoint Mapping - The assignment of accounting codes to an agency's OTC Endpoint, for which a deposit amount can be allocated.

OTCnet Offline - Refers to the over the counter application that provides Check Capture functionality to end users with limited internet activity, and provides the capability to upload offline-captured batches to the Online OTCnet application for processing.

OTCnet Online - Refers to the web-based over the counter application that provides Check Capture, Check Processing and Deposit Processing functions to end users (that have constant internet activity).

Over the Counter Channel Application (OTCnet) - Refers to the over the counter application that provide Check Capture and Deposit Reporting to end users.

P

Personal Item Type - Indicates that the name on check is an individual's name, not acting as a business.

Primary Local Security Administrator (PLSA) - An agency or financial institution/federal reserve bank user who has authorization to maintain user access to an organization, including assigning/removing user roles and assigning/removing organization hierarchy access. This user is also able to request and create users for the organization.

Processing Options - User-defined parameters for the deposit and adjustment processes.

Processing Options by OTC Endpoints Report - A business report that allows you to view processing options defined for endpoints within the organization.

Q

Queue Interface – Used by military agencies that utilize the Deployable Disbursing System (DDS) database bridge. It provides a single transaction input point, prevents data entry errors, and discrepancy between both systems.

R

Received - The agency has sent this transaction through OTCnet. No settlement has been performed for this transaction yet.

Received Date - The date the check was received by web-based OTCnet.

Rejected - A deposit that is returned by a financial institution or FRB to the Deposit Preparer to create a new deposit.

Represented - This transaction was returned with a reason code that allows for another collection attempt to be made (see Appendix Chapter of the Participant User Guides for Reason Codes). Depending on an agency's policy, the item is reprocessed in an attempt to collect the funds from the check writer. Items with this status are in-process of collection.

Retired - This transaction was unable to be collected. The agency receives an SF5515 Debit Voucher Report with a debit processed to Debit Gateway, the effective date and debit voucher number. The offset to the agency's debit is an ACH return or a paper return (Check 21) received from the check writer's financial institution. This transaction cannot be processed again through OTCnet.

Return Reason Codes - Represent the numeric codes used in the ACH and paper return processing, which specify the reason for the return of the transaction and Check 21 codes.

Return Settlement Date - The effective date of settlement of the returned check item.

Returned Item - A check that was originally part of an OTCnet deposit but returned to the financial institution for non-sufficient funds, closed account, etc.

Routing Transit Number (RTN) - (also known as **American Bankers Association (ABA) Number or Bank Routing Number**) - The nine-digit number used to identify a financial institution.

S

Save as Draft - An option that allows a Deposit Preparer to save a deposit for modification at a later date.

Save for Approval - An option that allows a Deposit Preparer to save a deposit for a Deposit Approver to submit to a financial institution.

Send Error Batch Status – Indicates the batch was transmitted and fully processed by the OTCnet server without error.

Sent Batch Status – Indicates the batch was uploaded online without error.

Separation of Duties - A concept used to ensure there are typically separate personnel with authority to authorize a transaction, process the transaction, and review the transaction.

Settle Best Method - The option that allows OTCnet to decide the best settlement method for personal and non-personal checks.

Settled - This transaction is complete and the funds have been credited to the agency's Treasury General Account. The effective date of the deposit and the SF215 Deposit Ticket Report deposit ticket number are provided.

Settlement Date - The date the deposit is credited to the Treasury General Account.

SF215 Deposit Ticket Report - The report presented to a financial institution by a U.S. government agency with checks and other payment instruments to make a manual deposit. This report is manually generated for Deposit Reporting and auto-generated for Check capture. The report is available in OTCnet for 45 calendar days.

SF5515 Debit Voucher Report - The report used to debit the Treasury General Account (TGA) to decrease the amount of a deposit made to that account. This report is manually generated for Deposit Reporting and auto-generated for Check capture. The report is available in OTCnet for 45 calendar days.

Short Name/Code - The user-defined text describing an organization. Short Names/Codes must be unique within an organization hierarchy.

Submit - An option that allows a Deposit Approver to submit a deposit to a financial institution.

Submitted - A deposit that is submitted and waiting deposit confirmation by a Deposit Confirmer.

Suspend - Indicates that an individual's record is set to a predetermined suspension period. During this time, OTCnet prevents an individual from processing a check through OTCnet. The individual's database record has a Trade Status of Suspend and the expiration date is set until a specific date.

T

Terminal ID - The unique number assigned to the workstation where a user performs functions in OTCnet.

Trade Status - Represents the status of the verification records. There are four 4 possible trade statuses in the system: Blocked, Denied, Suspended, and Cleared. The Trade Status D-Suspended or D-Denied is assigned to auto generated Dynamic records.

Transaction History - Defines the time range that a Deposit Confirmer will be able to view the historical deposit transactions for his or her financial institutions. For example, if the transaction history is set at 45 days, the Deposit Confirmer will be able to view all the deposits that he or she has confirmed for the past 45 days.

Transaction Reporting System (TRS) - A collections reporting tool, supplying the latest information on deposits and detail of collections transactions to federal agencies. The system will allow financial transaction information from all collections systems and settlement mechanisms to be exchanged in a single system.

Treasury Account Symbol (TAS) - The receipt, expenditure, appropriation, and other fund account symbols and titles as assigned by Treasury.

U

Universal Serial Bus (USB) - A connection port on a computer that is universally compatible with many types of devices, such as printers, speakers, mouse, flash drives, etc.

US Dollar Equivalent (USE) - The deposit amount, in United States currency, which is equal to the foreign currency for which it is being exchanged.

US Treasury - The executive department and the Treasury of the United States federal government.

User Defined Field (UDF) - A user-defined text that describes deposit activity or deposit accounting activity.

User Information Report - A security report allows that you to view a user's contact information.

Users by Access Group (FI) Report - A security report that allows you to view users by financial institution.

Users by Access Group (FPA) Report - A security report that allows you to view users by OTC Endpoint.

Users by Role (FI) Report - A security report that allows you to view users by role for your financial institution.

Users by Role (FPA) Report - A security report that allows you to view users by role for your OTC Endpoint.

V

View CA$HLINK II File Status Report - An administration report that allows you to view the status of deposit report files that have been processed by CA$HLINK II or are ready for CA$HLINK II to process.

View FRB CA$HLINK File Status Report - An administration report allows you to view the status of deposit files that have been sent to FRB CA$HLINK.

View TRS File Status Report - An administration report allows you to view the status of TRS files that have been processed by Transaction Reporting System (TRS) or are ready for TRS to process.

View Vouchers Completed Report - An administration report allows you to view the status of deposit and adjustment vouchers that have completed processing through the FI System To System Interface in the past 36 hours.

View Vouchers in Progress Report - An administration report allows you to view the status of deposit and adjustment vouchers in progress.

Viewer - A user who has authorization to view OTCnet information and produce reports from it.

Voucher Date - The financial institution business date a deposit will be presented or the calendar date the deposit will be mailed to the financial institution.

Voucher Number - The number assigned to a deposit by OTCnet.

Index